



*Okehampton Town Council*

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Paul R Snell  
Town Clerk

1 November 2016

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 7 November 2016 at 7.00 pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Paul R Snell  
Town Clerk

### **AGENDA**

**Declarations of Interest - Members are reminded that they should declare any relevant interest regarding items on the agenda.**

**Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.**

**No decision can be taken on items not detailed on the published agenda.**

1. **Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
2. **Deferment of Business** - For comment by the public.
3. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
4. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meeting held on 5 September 2016.
5. **Matters Arising** -

6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
  - 6.1 Kitchen and adjoining toilet update completed
  - 6.2 New flush lock ordered for Charter Hall door
  - 6.3 Ground floor external painting completed
  - 6.4 Lease preparation
  - 6.5 Inspection of Electrical Installation
  - 6.6 Painting of external wall to Lower Market Hall - covered passage.
7. **Hall Bookings** - Summary of Charter Hall hirings for November and December 2016.
8. **Budget 2017** - To consider projects and particular purchases for inclusion in the first draft budget for financial year 2017-18.
9. **Charter Hall and Town Hall Signage** - To report on proposal received for the Charter Hall sign renewal and to consider signage for the entrance to the Town Hall.
10. **Merlin Cinema Application for Building Works to Listed Building - Charter Hall** - Planning application received. Please view at WDBC planning website – 3045/16/LBC (N.B. The Planning Application will be considered formally at the Planning Committee on 21 November. This item permits the Property Committee to consider the application independently and as building landlord.)
11. **Mayor's Boards** - Project to combine 3 mayors' boards into one. Chairman to report.
12. **Members' Reports/Reminders for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
  - (i) **Museum of Dartmoor Life** - Councillor Goffey.